

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: **SENIOR BUSINESS SYSTEMS ANALYST**
(ERP Business Process Analysis and Support)

LOCATION: **San Francisco, CA**

JOB REQUISITION: **2505**

OVERVIEW

The Judicial Council of California, Administrative Office of the Courts (AOC) has a Senior Business Systems Analyst opening in the Information Services (IS) Division. Under the direction of the Supervising IS Analyst in the Enterprise Resource Planning (ERP) unit, the Senior Business Systems Analyst position will be responsible for supporting the Finance and Human Resources teams responsible for the development and implementation of human resources business and financial systems for the trial courts. The AOC is responsible for the implementation and support of a statewide ERP system (SAP Financials and Human Resources) that is being developed for the trial courts of California.

RESPONSIBILITIES

- Investigate, analyze, and evaluate project feasibility; review project cost estimates; develop cost and benefit estimates; and analyze project resource needs;
- Develop, review, and analyze alternative solutions for business and system development issues;
- Use standard procedures and techniques to coordinate the creation and modification of programs and resolve complex problems during design, testing, implementation, and support;
- Define and document business processes using standard business methodology and tools.
- Conduct gap analysis;
- Map business requirements to software applications;
- Work with the business users to develop written business analysis requests for system configuration changes and enhancements;
- Define and document system integration/interface requirements for specific implementations;
- Determine process and work flow alternatives and improvements;
- Review vendor deliverables;
- Develop plans and scripts for execution of unit, integration, and user acceptance testing;
- Coordinate and communicate system changes and issues;
- Coordinate and lead project team meetings; problem resolution meetings; and new functionality assessment meetings as required; AND
- Participate in the design, development, and implementation of integrated solutions as needed.

Occasional work during non-business hours (evenings, weekends, and holidays) to respond to information systems emergencies or to complete critical tasks will be required. The successful candidate may be required to travel statewide as necessary.

QUALIFICATIONS

Equivalent to possession of a bachelor's degree, preferably with major course work in computer science, public administration, or business administration, and three years experience in business or systems analysis, design, operational or system documentation, and workflow analysis/process re-engineering including one year of lead experience.

Additional experience may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one year of experience.

OR

One year as a Business Systems Analyst with the judicial branch in information systems.

Knowledge of:

- Basic supervisory principles and practices;
- Principles of systems design and development;
- Principles and techniques of systems implementation including conversion, data reconciliation, user training, and documentation;
- Software development and workflow modeling tools, languages, and report generators;
- Principles and techniques of program design, testing, and documentation;
- Multiple hardware platforms and the interrelationship of different operating systems;
- Principles of business organizations and operations;
- Principles and techniques of project management; and
- Application development life cycle.

Ability to:

- Plan, direct, and review the work of others on a project or day-to-day basis;
- Use initiative and independent judgment within established procedural guidelines;
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines;
- Conceptualize and integrate systems within enterprise-wide information systems architecture;
- Identify and evaluate alternative solutions, costs, and benefits;
- Use software development tools, languages, and report generators;
- Prepare formal business requests for various systems products and services;
- Prepare and manage contracts for systems products and services with appropriate AOC staff;
- Develop and track project plans;
- Explain technical issues to senior management in a non-technical manner;
- Interact, negotiate and influence people effectively at all levels in various judicial branch organizations; and
- Prepare effective written materials for purposes of user and system documentation.

DESIRABLE

- Project management experience implementing SAP financials and human resource modules or another Tier 1 ERP software (i.e. Oracle, PeopleSoft, etc.);
- Knowledge of Governmental accounting and human resources business processes and procedures;
- Knowledge of SAP software, MS Office Suite, Access, Visio, and software development lifecycle;
- Knowledge of court operations or the development of business systems in complex organizations; and
- Experience in coordinating and managing complex technical projects.

TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply immediately, however, this position will remain open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers/view.htm, select job category "Information Services", and search for Job Req. #2505, Senior Business Systems Analyst – ERP Business Process Analysis and Support. This position requires the submission of our official application and response to the supplemental questions attached.

OR

To obtain a printed application, please visit:

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455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688
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PAY & BENEFITS

SALARY RANGE: \$6,419 – \$7,802 per month

Highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(K) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.

**Supplemental Questions
For
Senior Business Systems Analyst
ERP Business Process Analysis and Support
(Job Req. #2505)**

1. Please describe your experience leading large Enterprise Resource Planning (ERP) system implementations such as SAP, Oracle, Peoplesoft etc.. Please describe the scope and size of the project, number of staff you were responsible for, the system used, and the role(s) that you held.
2. Describe your role in leading a technical project through the system development life cycle. What did you learn from the experience? If you could do it over again, what would you change, if anything?
3. Describe your experience dealing with a large team including executives, managers/supervisors, business users, technical staff, vendors, etc.
4. Describe your experience analyzing and evaluating project feasibility, gathering and reviewing project cost estimates, and developing cost/benefit analysis.
5. Rate your competency on a scale of 0-5, where 0 is not applicable and 5 is highly proficient, on the following software:
 - a. MS Word:
 - b. Excel:
 - c. MS Project:
 - d. Visio:
 - e. PowerPoint: